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# Burning Decisions: Case Studies on Appraisal for Access

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# **Burns Like Hell:**

Appraising Abandoned Industrial Records.

# Secret Origins



# CF&I Background





# CF&I Archives

## Site



# CF&I Archives



# CF&I Archives





# CF&I Archives



**Preservation FUN!**



# CF&I Archives



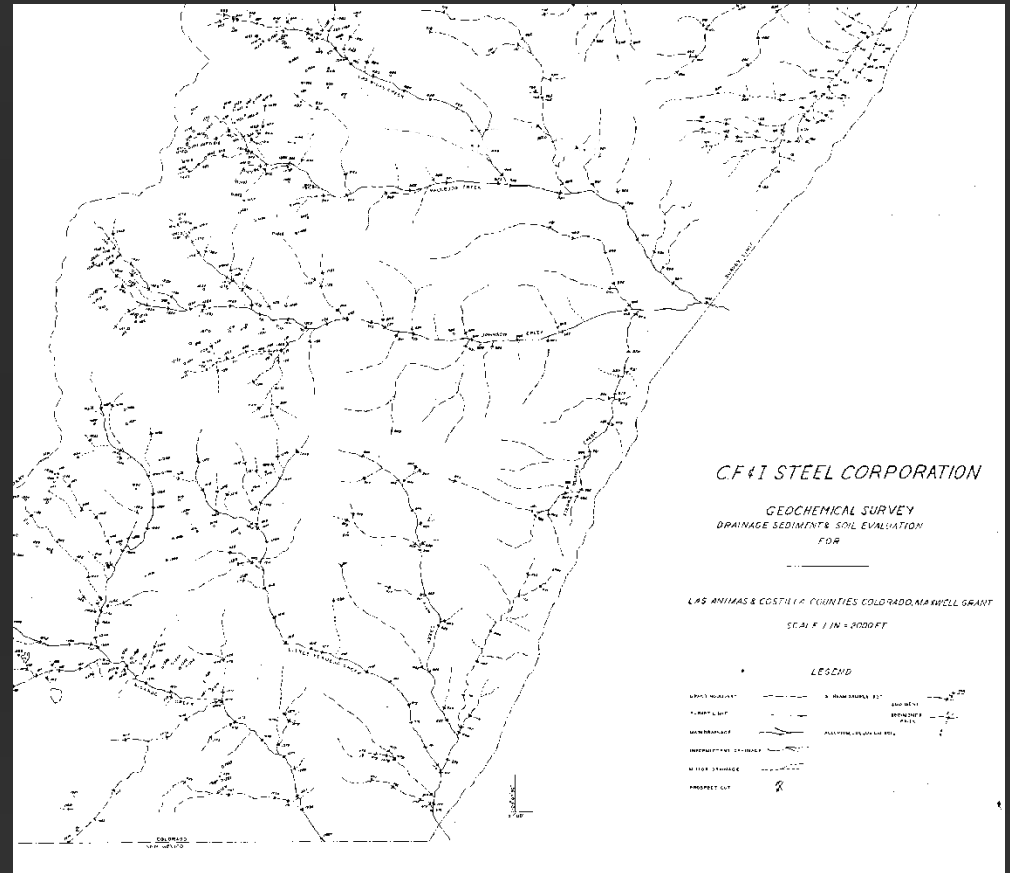
Facing the inferno — how do you begin?

# First Steps



Understanding the collection - physically.

# First Steps



## Understanding the collection - intellectually.



# First Steps



Interruptions....

# Forging Tools



- **Archivists/records managers**
- **Historians**
- **Archeologists**
- **Legal professionals**
- **Mining engineers**
- **Steel workers**

**Enlisting allies**

# Forging Tools



Retention Schedule samples:

RG 2 – Industrial Relations

Record Type: Leave Records

Active Company: 1 year

BHS: Destroy

RG 2 – Industrial Relations

Record Type: Accident reports (settled)

Active Company: 7 years

BHS: Archival

Developing processes – Retention Schedule



# Forging Tools



Do the items date from the Rockefeller era?

Do the records date from 1993 to the present?

Is the record type in the retention schedule?

Can the records be preserved?

Developing policy

# Forging Tools



Working with administration

# Implementation





# Contact



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